

EFFECTIVE

June 20, 2011.

SUBJECT

New Hires

**DEPARTMENT
POLICY****FIP, SDA, CDC, MA, AMP and FAP**

The Department of Human Services (DHS) routinely matches recipient data with other agencies through automated computer data exchanges. Acknowledgments in DHS applications inform clients of the data exchange processes.

New Hires is a daily data exchange with Michigan Department of Treasury. New Hires information is used to determine current income sources for active DHS clients.

OVERVIEW

The New Hire data base is established from the W-4 tax records submitted to Michigan Department of Treasury by employers. Michigan employers are required to report all new employees to Treasury within 20 days of the date of hire. All W-4's completed by an employee for changes to tax dependents or filing status are also reported.

The New Hires process matches the Social Security number (SSN) for all active recipients to the data base. If a SSN match is found on Bridges and the New Hires data base, a new hires match is created if there is no earned income reflected in the budget. Specialists receive one task and reminder listing all the matches for the previous week each Monday. The task and reminder is removed when all matches have been disposed.

The standard of promptness for resolving information obtained from a new hire report is 21 calendar days from the date the match is reported to the load number in Bridges Tasks and Reminders.

**Verifying Earned
Income**

Contact the client immediately if the employment has not been previously reported. Request verification by generating a DHS-4635,

New Hire Notice, and DHS-4635A, New Hire Employment Report, from Bridges.

When a DHS-4635/DHS-4635A is requested, Bridges automatically gives the client 10 calendar days to provide verification from the date the forms were requested.

Specialist Action

Dispose of each recipient identified on the new hire alert.

Cae Action

When income verification is returned make the appropriate changes in Bridges, then run eligibility determination benefit calculation (EDBC) to reduce or close the benefits.

Failure to Provide

If the household fails to provide verification by the due date, update the status and the case will automatically pend to close.

REPORTS

Supervisory monitoring reports and management statistical reports are available to any user.

There are different management reports available for New Hires data. The Summary Listing and Aging Report are management statistical data roll-up reports. The Pending/Overdue Report and Disposition Reports are supervisory monitoring tools and contain specific case information.

State level reports detail statistics by counties. County level reports detail data by office. Office reports detail data by unit. Unit reports detail data by specialist.

Summary Report

This report provides statistics at the state, county and office level and contains counts of:

- Number of W-4s reported on New Hires.
- Number of pending matches.
- Number of overdue matches.
- Number of dispositions broken out by disposition code.

Aging Report

This report counts all W-4s on New Hires that have not been disposed of. This report can be requested for state, county, office and unit level.

Pending/Overdue Report

This report can be requested only at the unit level.

Disposition Report

This report can be requested at the unit level and can be requested for a specific disposition code or for all dispositions.

**MANUAL
MAINTENANCE
INSTRUCTIONS**